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DRD ATTORNEYS
(Advocates and Legal Consultants)
"The Art of Legal Excellence"

DRD ATTORNEYS,
P.O.BOX 1400, UHINDINI
DODOMA.
TANZANIA

JOB VACANCY: INTERN ADMINISTRATIVE OFFICER

Organization: DRD Attorneys

Duty Station: Dodoma

Position: Intern Administrative Officer

Deadline for Application: 10th February, 2026

About DRD Attorneys

DRD Attorneys is a reputable law firm in Tanzania providing professional legal services across various practice areas. The firm is committed to excellence, integrity, and efficient service delivery to its clients.

Position Summary

DRD Attorneys is seeking a motivated and well-organized **Intern Administrative Officer** to support daily office operations and administrative functions. The intern will gain hands-on experience in a professional legal environment while contributing to efficient office management.

Key Responsibilities

The Intern Administrative Officer will be responsible for, but not limited to, the following duties:

- ❖ Providing general administrative and clerical support to lawyers and staff
- ❖ Managing office correspondence, including emails, letters, and phone calls
- ❖ Assisting in filing, organizing, and maintaining physical and electronic records
- ❖ Supporting document preparation, printing, scanning, and photocopying
- ❖ Scheduling meetings, appointments, and managing office calendars
- ❖ Receiving and directing visitors and clients professionally
- ❖ Assisting with office supplies management and inventory control
- ❖ Supporting compliance with internal office procedures and policies
- ❖ Performing any other administrative duties as assigned by management

Qualifications and Requirements

- ❖ Bachelor's Degree in **Administration, Business Administration, Accounts, Public Administration, or any related discipline**
- ❖ Fresh graduates or students seeking internship placement are encouraged to apply
- ❖ Basic knowledge of office administration and record management
- ❖ Proficiency in Microsoft Office applications (Word, Excel, Email)
- ❖ Good written and verbal communication skills in English and Swahili
- ❖ Strong organizational skills, attention to detail, and ability to multitask
- ❖ Professional conduct, confidentiality, and willingness to learn

Personal Attributes

- ❖ Self-motivated and proactive
- ❖ Strong interpersonal and teamwork skills
- ❖ High level of integrity and professionalism
- ❖ Ability to work under minimal supervision

Internship Benefits

- ❖ Practical work experience in a legal professional environment
- ❖ Opportunity to develop administrative and office management skills
- ❖ Exposure to legal operations and office procedures
- ❖ Internship completion certificate (subject to performance and duration)

How to Apply

Interested candidates should submit: An application letter and Curriculum Vitae (CV) complied in one pdf document. Applications should be sent **on or before 10th**

February, 2026 to: email: info@drdattorneys.co.tz for any inconvenience feel free to reach us **+255 685 563 704**

DRD Attorneys
Dodoma, Tanzania